



Early Childhood Associate Director

Campus: Latham

Team: Children and Families

Position Reports to: Director of Children and Families

Position Status: Permanent Part Time – up to 29 hours

Direct Reports: KC Weekend Coordinators, KC Toy Maintenance

Position Purposes:

Principle Responsibilities Breakdown:

1. 10% Director discretion
2. 40% Leading and managing staff and volunteers
3. 30% Developing and managing Kids' Celebration, and any other children's or families' programs at Latham
4. 20% Developing and managing parenting and family initiatives at Latham

About Kids' Celebration (KC) Mission: To develop an environment where children are encouraged to grow in their personal discipleship in Christ by providing a relevant, exciting, and Christ-centered weekend service experience.

KC Early Childhood Associate Director Job Responsibilities:

- Cast vision to volunteers for goals of the ministry.
- Plan and execute yearly ministry plan for nursery - Kindergarten.
- Coordinate closely with Elementary Associate Director to ensure ministry alignment.
- Oversee all weekend early childhood operations.
- Organize, maintain, distribute, and file curriculum for the KC Early Childhood programs.
- Train and develop leaders within KC.
- Develop and operate within early childhood budget.
- Recruit, train and mentor volunteers for the KC School Year and Summer programs.
- Participate in the Children and Family Ministry program for Move.
- Be available to participate in all Children and Family Ministry events.

KC Early Childhood Associate Director Job Requirements:

- Love for children and desire to see them grow in Christ.
- Leadership experience in Ministry.
- Proven ability to inspire, motivate, supervise, train and support volunteers.
- Delegation, creativity, consistent communication and a team player attitude.
- Alignment with the vision and goals of Grace Fellowship.

Role Requirements: The right person for this role will possess these qualities and skills

1. Faith:

- a. Required:
 - i. Christ follower
 - ii. Member of Grace
- b. Desired:
 - i. 5 or more years of following Christ
 - ii. Member of Grace for 3 or more years

2. Gifts:

- a. Required:
 - i. Leadership or Administration
- b. Desired:
 - i. Teaching
 - ii. Exhortation
 - iii. Pastoral

3. Skills:

- a. Required:
 - i. Solid theological foundation
 - ii. Solid understanding of Children's ministries
 - iii. Solid grasp on parenting skills theory and practice
 - iv. Technical competency
- b. Desired:
 - i. Creative thinking

4. Experience:

- a. Required:
 - i. Leadership
 - ii. Children or Youth ministry practitioner OR educator
- b. Desired:
 - i. Education (early childhood or elementary)